

COMPUTER DISK MANAGEMENT TIPS

It is a good practice to keep software and data files in separate directories. Extra files in program directories cause computers to slow down, especially when the directories are in the "path", which causes all the files in that directory to be in the computer's memory all the time. Try not to overload your "C" root directory for the same reason. This is also important when updating and backing up files, as they can be backed up by subject. You won't be backing up program files as you already have those disks. To keep program and data files separated, make meaningful subdirectories. If you have a scientist named Smith and you type letters, manuscripts, and reports for him, you can set the subdirectories up on your hard drive in the same way. You can have a personal directory with your name on it, one for personnel, one for computer utilities, or any classification where you would have several documents you would want to keep separate. It helps to keep the directory names short as you will be retyping them when changing directories.

DOS Computer system and programs:

At the C prompt (c:\>) type MD SMITH (enter), then CD (change directory) to SMITH and make subdirectories under it. This will categorize your documents and make it easier to find them later. The screen would look like the example below:

C:\>MD SMITH	C:\>
C:\>CD SMITH	SMITH
C:\>SMITH>MD LTR	LTR
C:\SMITH>MD MS	MS
C:\SMITH>MD RPT	RPT
C:\SMITH\RPT\PEAS97.DOC	PEAS97.DOC

WINDOWS 3.1 system using FILE MANAGER:

On PROGRAM MANAGER screen, mouse click (left button) on MAIN icon, then on FILE MANAGER icon. To increase visibility of file information, click on VIEW, and within VIEW on: TREE & DIRECTORY, ALL FILE DETAILS, SORT BY DATE. Place your cursor between the 2 columns until you get a double arrow with a line up the middle. Hold down the left mouse button and move the pointer to the left so you can read all the file details. This causes the latest documents to be at the top of the list for easier access. To increase the size of the screen text, click on OPTIONS, FONT, and choose a 12 pitch or larger font for better visibility.

To add new directories in this system, place your cursor on the C root directory at the top of the list on the left so it is highlighted. Click on FILE, CREATE DIRECTORY, and then type in the name of the new directory in the box. Click on the new directory name so it is highlighted, then on CREATE DIRECTORY, and continue typing in new subdirectory names. Should you make a mistake just highlight the wrong directory and hit the delete key and windows will delete that directory after confirmation.

Give your backup disks the same meaningful names as your subdirectories and file by year. For case or CRIS writeups, you probably will be reusing the same file every 3-5 years, so you may want to put these files in separate subdirectories/disks for easy retrieval.

To create a directory in Windows 95/98/ME:

Open Explorer

Go to the program (highlight or open)

File (upper left corner -enter) New (enter)

You will now see your cursor at a new folder on the right side. Name the folder.

C:

Faxworks (program)

 MSOffice (program)

 Winword (program) or could be Word Perfect - highlight or open RL (new folder)

Or

To create a folder under a current folder, open the folder then hit File and New. Again name the folder.

C:

Faxworks (program)

 MSOffice (program)

 Winword (program) or could be Word Perfect -highlight or open

 RL (folder) - highlight or open

 Letters (new folder)

 Manuscripts (new folder)

 CRIS (new folder)

 Vita (new folder)

 ARMPS (new folder)

 Secy (new folder)

 ARIS (new folder)

 PD's (new folder)

 Performance Plans (new folder)

 Letters (new folder)

You can make as many folders as necessary to help you organize your hard drive.

Tips on naming files:

1. Letters, dates and initials work great:

Example: 031797jd.doc is March 17, 1997 to John Doe.

2. Manuscripts use a keyword and if you revise it several times use same keyword with 1, 2,3 or a, b, c.

Example: mink.doc (original)
 mink1.doc (first revision)
 mink2.doc(second revision)

3. Performance Appraisals:

Example: crdl996.doc
 crdl997.doc
 crdl998.doc

To save your text in the appropriate directory:

Save as
Save in
c:
MSOffice - open
Winword - open
Secy - open
PD's - open
name file and save

United States Department of Agriculture
Agricultural Research Service
Pacific West Area

Western Regional Research Center
800 Buchanan Street
Albany, California 94710

FOREIGN RESEARCH ASSOCIATES

REPRODUCTION OF MEMO DATED JUNE 4, 1997 (PHONE # UPDATED)

SUBJECT: FOREIGN RESEARCH ASSOCIATE PROGRAM

TO: Secretaries/Research Leaders

FROM: Monta Whitehurst
Secretary to Center Director

The Office of International Research Programs (OIRP) is responsible for coordinating a program in which ARS laboratories host foreign scientists. Some foreign scientists stay two-three months; others have stayed over three years. All communications by the scientist must be conducted through the Research Leader and Center Director.

This package includes instructions and forms to be used to document and process Foreign Research Associates/Visitors to the Center.

The required forms are the State Department Certificate of Eligibility, the ARS-214, and the ARS-215. A reimbursable agreement memorandum is required when a lab agrees to provide a maintenance allowance to cover some expenses such as health insurance. It is extremely important that all FRA's have health insurance when they come to the United States, regardless of their funding source.

Questions regarding this program should be addressed to Jim Lawrence, OIRP, 301.504.4542 or FAX 301.504.4518.

INSTRUCTIONS FOR FOREIGN RESEARCH ASSOCIATES PROGRAM

Policies and Procedures 121.2

<http://www.afm.ars.usda.gov/ppweb/>

Specifically, The Office of International Research Programs needs completed forms ARS-214, ARS-215 (signed by the sponsor), Information for U.S. State Department Certificate of Eligibility, copies of the letter from the applicant (Candidate FRA), the letter from the sponsor stating the amount of financial support provided, and the letter from ARS accepting the applicant at least 60 days prior to the FRA's planned departure date for the United States.

The material is forwarded to USDA Foreign Agricultural Service/Office of International Cooperation and Development requesting that an IAP-66 be issued to the U.S. Embassy in the FRA's country or to the FRA directly so that he/she can take the IAP-66 to the nearest U.S. Embassy or Consulate. The IAP-66 enables the FRA to obtain an Exchange Visitor, J-1 visa.

Required Forms for Initial Processing and Admission – All of the Following Material to be Submitted Through the Research Leader, Laboratory or Center Director (if appropriate) to the Area Director.

Information for IAP-66 U.S. State Department Certificate of Eligibility

Send to candidate FRA for completion of all items

1 copy to the Laboratory or location office (Research Unit)

1 copy to International Research Programs

Form ARS-214 – Send to candidate FRA to obtain background information

1 copy to the laboratory or location file (Research Unit)

1 copy to International Research Programs through the Center Director to the Area Director.

Form ARS-215 – Send four copies to the applicant for concurrence signature by the sponsor

1 copy to the Area Contracts and Agreements Office (Personnel)

1 copy to the Laboratory or location file (Research Unit)

1 copy to the FRA

1 copy to International Research Programs through the Center Director to the Area Director

Forms for Checklists and Reports (Optional Forms)

Form ARS-216 – Completed upon arrival of FRA

1 copy to Area Contracts and Agreements Office (Personnel)

1 copy to Laboratory or location file (Research Unit)

1 copy to International Research Programs through Center Director to Area Director

Form ARS-217 – Completed mid-way through the research project

1 copy to Area Contracts and Agreements Office (Personnel)

1 copy to Laboratory or location file (Research Unit)

1 copy to International Research Programs through the Center Director to Area Director

Forms ARS-218 and 219 - Completed at the end of the FRA's tour
1 copy to the Area Contracts and Agreements Office (Personnel)
1 copy to Laboratory or location file (Research Unit)
1 copy to International Research Programs through the Area Director

The address for FRA Documentation is:
Foreign Research Associate Program
USDA-ARS-OIRP
George Washington Carver Center
5601 Sunnyside Ave.
Bldg. 4, Rm. 4-1124B
Beltsville, MD 20705

If further information is required please contact Jim Lawrence at 301.504.4542 or FAX 301.504.4518.

INFORMATION
FOR
U.S. STATE DEPARTMENT
CERTIFICATE OF ELIGIBILITY

FULL NAME _____

DATE OF BIRTH _____ PLACE OF BIRTH _____
(City and County)

CURRENT CITIZENSHIP _____

POSITION IN HOME COUNTRY _____
Specify whether Central Governmental or other

ADDRESS OF INSTALLATION WHERE APPLICATION WILL BE LOCATED:

SUBJECT OF STUDY _____

ANTICIPATED DURATION OF STAY:

_____ TO _____

SOURCE OF FINANCIAL SUPPORT:

AMOUNT OF SUPPORT \$ _____ PER _____
(Month or Year)

DEPENDENTS TO ACCOMPANY APPLICANT:

FULL NAME _____

RELATIONSHIP _____

DATE OF BIRTH _____

PLACE OF BIRTH _____
(City & Country)

CITIZENSHIP _____

Address in Home Country:

